

CAMDEN-WYOMING SEWER & WATER AUTHORITY
P.O. BOX 405, CAMDEN-WYOMING, DELAWARE 19934

*Minutes of the Camden-Wyoming
Sewer and Water Authority
Regular Session - Authority Meeting
Held on January 11, 2011*

Authority Members present: Mr. Mark Dyer
Ms. JoAnn Glenn-Lewin
Ms. Tracey Green
Mr. Michael McFann
Mr. Michael Quinn
Mr. Lester Stillson

**Also in attendance representing
the CWS&WA:** Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Mary Sherlock, Esq., Authority Attorney

Public in Attendance: Meeting Attendance/Sign-in Sheet;
available at the CWS&WA Office

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on January 11, 2011. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dyer.

It was noted that an amended Agenda for the evening's meeting had been emailed to the Board Members in advance of the meeting. The purpose of the amendment was to include "Reorganization of the Board" as an item of New Business.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott indicated that the period's billing activities had been completed. Mr. Scott expressed pleasure related to the Authority staff's diligent performance in the reduction of aging of the Authority's receivables. The collection activities had revealed that as many as twelve properties had been in some stage of foreclosure, Mr. Scott added. The Authority's accounts receivables aging, for more than 180-day overdue accounts, had been reduced to about \$50,000, Mr. Scott noted.

Mr. Scott described the circumstances surrounding the field repair of a damaged water main during a weekend of the past period. The 6-inch diameter water main at Old North Road had ruptured, resulting in temporary pressure drop and water losses from the leaking main. Mr. Scott applauded the performance of the Authority's crews for having made the necessary repairs in about one hour on a Sunday. Mr. Scott noted that, if outsourced, the repair could have cost the Authority as much as \$10,000.

Engineering Report:

Mr. Gharebaghi provided an updated report regarding the ongoing construction activities at the Wynsome Knoll subdivision.

Mr. Gharebaghi reported that he had attended a Public Hearing at DNREC, held on January 6, 2011, regarding the matter of two well permit applications which had been filed with DNREC by the Boy Scouts of America, Delmarva Council. Mr. Gharebaghi explained the nature of the Authority's objection to the granting of such permits. He indicated that the potential adverse impacts of the proposed wells on the Authority's source water aquifers could not be reasonably justified. Updated reports would be provided at the Authority's future meetings, Gharebaghi added.

Mr. Gharebaghi also provided a status update on the matter of the Authority's application for a CPCN which he had filed with the PSC as a house-keeping measure.

Mr. Gharebaghi provided copies of tables, comparing the water rates of the Authority with those of Artesian Water Co. and Tidewater Utilities, between 2005 and 2010, for the Board's perusal.

Legal Report:

There were no legal reports.

Approval of the Consent Agenda:

Motion: Mr. Stillson made a motion to approve the Consent Agenda, seconded by Mr. Quinn. Motion carried unanimously.

Item for inclusion in the Agenda of the Authority's next Regular Meeting:

Ms. Green suggested deliberation on the creation of position descriptions for, and responsibilities of, the Officers of the Authority at the Authority's February 8, 2011, Regular Meeting.

Reorganization:

Mr. Stillson proposed to keep the current slate of Officers for 2011. However, since Ms. Green had indicated that she did not wish to continue serving as the Authority's Treasurer, the following was decided:

Motion: Mr. Stillson made a motion to approve the nomination and slate of CWS&WA Officers for calendar year 2011, seconded by Mr. Quinn. Motion carried unanimously.

The CWS&WA slate of Officers and Board Members for 2011, is as follows:

Mr. Dyer, Chairperson
Mr. McFann, Vice Chairperson
Mr. Quinn, Treasurer
Ms. Glenn-Lewin, Secretary

Ms. Green, Board Member
Mr. Stillson, Board Member

Visitors' Comments:

Mr. McFann asked about the posting of notices for the Authority's Regular Public Meetings. It was noted that Public Notices of the Authority's Regular Meetings were posted in the Authority's Office as well as in the Town Halls of the Towns of Camden and Wyoming.

Mr. McFann also suggested that the Authority ought to be more transparent with respect to its budget, financial audits, and the answers it provided to questions posed by the members of the public during the Authority's meetings.

Ms. Glenn-Lewin suggested that the resolutions or answers provided to the customers, who requested them during a meeting, ought to be listed in the Old Business section of the Authority's following Meeting Agenda for confirmation of their handling.

Regarding the Authority's budget review and approval process, Mr. Scott recommended the following:

During the Regular Public Meetings, held on the Second Tuesday of August of every year, the Board would be presented with a Draft Budget for the upcoming Fiscal Year.

A Budget Workshop Session would then be scheduled for the Forth Tuesday of August of every year, two weeks after the presentation of a Draft Budget to the Board, for deliberation.

"Budget Consideration" would be placed on the Agenda of the Authority's Regular Public Meetings held in September. The Authority's Fiscal Year Budget could be approved by the Board during its Regular Public Meetings, in September of every year for the next fiscal year.

The Board's consensus was positive toward Mr. Scott's recommendation regarding the proposed budget review and approval process for the Authority's future budget considerations.

Adjournment:

Motion: Ms. Green made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Ms. Glenn-Lewin. Motion carried unanimously.

The Regular Meeting adjourned at 8:00 p.m. into an Executive Session for the consideration of legal matters.

The Board reconvened at 9:09 p.m. for the purpose of adjourning the Meeting.

Motion: Ms. Glenn-Lewin made a motion to adjourn the Regular Meeting, seconded by Ms. Green. Motion carried unanimously.

The next Regular Meeting will be held on February 8, 2011, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

JoAnn Glenn-Lewin
CWS&WA Secretary